

P.P.R.

# THE BUSINESS EDUCATION WORLD

*Successor to The American Shorthand Teacher*

JOHN ROBERT GREGG, Editor

CLYDE INSLEY BLANCHARD  
Managing Editor

GUY S. FRY  
Business Manager

Volume XX

September, 1939 — June, 1940

THE GREGG PUBLISHING COMPANY

270 Madison Avenue

New York, New York

## CONTENTS

I	Titles and Subjects.....	iii
II	Contributors.....	viii
III	Organizations, Schools, and Names in the News	ix
IV	Portraits and Cuts.....	xii

THE BUSINESS EDUCATION WORLD is published monthly (except July and August) by The Gregg Publishing Company, John Robert Gregg, President; Guy S. Fry, Secretary-Treasurer; Hubert A. Hagar, General Manager, 270 Madison Avenue, New York, New York; Boston Office, Statler Building, Boston, Massachusetts; Chicago Office, 6 North Michigan Avenue, Chicago, Illinois; San Francisco Office, Phelan Building, San Francisco, California; Canadian Office, 1200 Bay Street, Toronto, Ontario, Canada; European Office, The Gregg Publishing Company, Ltd., Gregg House, 51 Russell Square, London, W. C. 1, England; Australian Office, The Gregg Publishing Company (Aust.), Remington House, Liverpool Street, Sydney, New South Wales; Agency for India and Farther India, Progressive Corporation, Ltd., Bombay. Printed in the U. S. A.

Subscription rates: \$2 a year; 20 cents a copy, in the United States and Canada. \$2.50 a year to all foreign countries.

Copyright, 1940, by The Gregg Publishing Company

*Entered as second-class matter December 26, 1935, at the post office at New York, New York,  
under the Act of March 3, 1879.*

B.G.

# Education

## Part I

### TITLES AND SUBJECTS

#### A

Accounting,  
Federal Revenue Act, 107  
For Student Club Funds, 801  
Procedures for Social Security, A. L. Prickett, 366  
Administrative Problems in Business Education, 17, 98, 222, 393, 781  
Ambiguous Contract Ought to Be Construed Against the Seller, An, William E. Haines, 529  
Analyzing and Building Personality, Louis P. Thorpe, 273  
Apprenticeship in Typing, Adeline Gamer, 375  
Apprenticeship Training in Secretarial Practice, Esther Weiner, 413  
Are Personality Qualities Inherited? Louis P. Thorpe, 186  
Are There Any Questions? 76, 162, 252, 336, 439, 635  
Arithmetic (See Business Mathematics)  
Art in the Commercial Subjects, Violette I. Donlan, 821  
Artistic Typing, 36, 316, 610, 661, 740  
Awards Department News, 38, fol. 132, 226, 323, 402, 506, 604, 681, 894

#### B

B.E.W. Awards Service, 38, fol. 132, 323, 402, 506, 604, 681, 894  
B.E.W. Bulletin Board, The, Archibald Alan Bowle, 56, 155, 233, 339, 421, 535, 701, 813, 915  
B.E.W. Projects, Teaching Business Letter Writing Through, 317  
B.E.W. Third Annual Project Contest, 402, 506, 604, 681, 894  
Beware Artificial Motivation Devices, Edith M. Winchester, 55  
Bibliography,  
Business Education, 79  
Consumer Education, 242, 623  
Co-operative Store Training, 785  
Education Books for 1940, 796  
Guidance, 99  
Personal Planning Course, 891  
Personality Study, 3, 97, 188  
Radio Broadcasting, 150, 214, 597  
Book Reviews, 77, 165, 254, 344, 434, 543, 631, 724, 826, 920  
Bookkeeping,  
Contest Project, Milton S. Briggs, 510  
Course Revision Problem, A, Ward B. Gedney, 757  
Discussion, 61, 139  
Do Teachers Try the Same Problems They Give Their Pupils? 153

#### Bookkeeping (Continued)

Exercise That Is Different, A, Zulie Lerner, 669  
Jingles for Review, 755  
Journal Charts, 670  
Personal versus Vocational, 297  
Practice Sets in, 756  
Project in, 226  
Revision of Course, 757  
Teaching Device, Arthur G. Skeeles, 824  
Tests,  
Construction of, 577  
On Business Forms, 67, 144, 196, 326, 378, 608, 662, 752, 912  
Bridging the Gap, Ethel Luella Bearss, 698  
Bulletin Boards (See also B.E.W. Bulletin Board, The)  
At Wright Junior College, Chicago, Mary Ann English, 156  
Business Correspondence (See Business Letter Writing)  
Business Education Can Use Radio, Dorothy M. Johnson, 531  
Business Education Changes of a Quarter Century, Louis A. Rice, 13, 111  
Business Education Looks at a Pan-American Conference, Edith E. Pence, 561  
Business Experience, The Value of, 389, 464, 598, 706  
Business Fundamentals Contest Project, Milton S. Briggs, 516  
Business Law,  
Course Reorganization, 864  
Law We Live With, The, 319  
Legal Maxims, 37, 245, 310, 529, 709, 880  
Practical Aspects of Commercial Law, 211  
What Do You Know About? 147, 319, 429, 621  
Business Letter Writing,  
Contest Project, Dorothy M. Johnson, 513  
Teaching, Through the B.E.W. Projects, 317  
Business Machines (See Office Machines)  
Business Mathematics, Business Fundamentals Project, 516  
Business Personality Contest Project, Dorothy M. Johnson, 518  
Business Teachers versus Business, Paul S. Lomax, 222  
Business Training Teaching Device, John C. Parsons, 905  
Businessmen Demand--or Do They? Blake W. Spencer, 179

#### C

Calendar Reform, 208  
Can Your Students Take It? Florence E. Ulrich, 333

Card Holding Device, 625  
 Census Uses for School Administrators, 762  
 Classroom Housekeeping, 57, 233, 339, 705, 815  
 Clerical Practice, 205, 407  
 Club Ritual for Initiation, Robert H. Scott, 235  
 Clubs (See Commercial Clubs)  
 Columbia University Teachers College Educational Service, 76, 162, 252, 336, 439  
 Comments by Our Readers, 61, 139  
 Commercial Clubs,  
   Accounting for, 801  
   Archibald Alan Bowle, 341, 422, 536, 816, 918  
   Initiation Ritual, 235  
   Members, Developing More, 53  
 Commercial Contests--Past, Present, Future,  
   Frederick G. Fox, 301  
 Commercial Department and School Placement, The,  
   H. M. Allen, 807  
 Commercial Education on the Air, Dorothy M.  
   Johnson, 149, 213, 418, 531, 611, 698,  
   748, 881  
 Commercial Law (See Business Law)  
 Concept of Conflict, The, G. H. Estabrooks, 89  
 Congratulations to This Year's Gregg Writer  
   Medalists, Florence E. Ulrich, 861  
 Consumer Education,  
   Conference, Stephens College, 763  
   Movement, The, Harold F. Clark and Gordon  
   McCloskey, 645  
   News, Ray G. Price, 73, 151, 241, 331, 431,  
   539, 623, 763  
   Radio Scripts, 448  
   Teaching Devices, Edward Reich, 327, 425  
 Contest Comments, Dorothy M. Johnson, 903  
 Contestmania, W. C. Maxwell, 890  
 Contests,  
   Artistic Typing, 36, 610  
   B.E.W. Third Annual, 402, 506, 604, 681, 894  
   Commercial, Discussion of, 301  
   International Commercial Schools, 570, 808, 890  
   National Catholic High School Typists Asso-  
   ciation, 218, 373, 661, 800  
   Project, Third Annual, 402, 506, 604, 681, 894  
 Co-operative Part-Time Training, Salida High  
   School, 859  
 Co-operative Program in Retailing, A, Rae C.  
   Williams, 768  
 Co-operative Work-Study Plan, A, Charles J.  
   Dalthorp, 781  
 Course in Personal Development, A, Rhoda Tracy,  
   841  
 Creative Expression in the Bookkeeping Class, I.  
   David Satlow, 755  
 Cursive Principle in Shorthand Eclipses All Other  
   Issues, The, John Robert Gregg, 182

## D

Developing Better Public Relations, 688, 797  
 Developing More Commercial Club Members, James  
   C. Snapp, 53  
 Dictation Material, 26, 81, 110, 123, 169, 197,  
   200, 259, 296, 349, 374, 441, 537, 547,  
   576, 637, 727, 767, 833, 923  
 Directory, Summer School, 718, 830  
 Distributive Education (See also Retailing)  
   Conference, North Texas State Teachers  
   College, 751  
   Is Business Education, G. Henry Richert, 23  
 Do Teachers Try the Same Problems They Give  
   Their Pupils? Ora V. Harness, 153

Dollars-and-Cents System of Grading Transcripts,  
   A, Lillian R. Smith, 609  
 Duplicating, Teaching Device, William Landis, 713

## E

Economic Geography,  
   Egypt, Use of Geographic Relations in  
   Teaching, 203  
   Geography and Business, 114  
   Guide to Learning in, 201  
   Individualized Field Studies in, 382  
   Maps, Use of, in Teaching, 482  
   Seasonality of Climate a Factor in Man's  
   Economy, 283  
   Significance of Rainfall in Man's Activities,  
   379  
   Soils Geography in Man's Economy, 585, 679  
   Steppes of Russia, The, 792  
   Teaching Climate with a Graph Map, 27  
   Temperature Limitations upon Man's Economy,  
   479  
 Edpress News Letter, Excerpts from, 343, 401,  
   538, 811  
 Educational Guidance in Business Education,  
   Joseph DeBrum, 17, 98  
 Elimination of Budgets in Typewriting Classes,  
   Royal S. Curry, 671, 753  
 English (See Business Letter Writing)  
 Erasing Device, Ernest Warnken, 713

## F

Federal Revenue Act, The, A. L. Prickett, 107  
 Field Trips in Economic Geography, 382  
 Filing,  
   Device for B.E.W. Material, Margaret Mary  
   McGuan, 626  
   Keep Your Class Alive with Interest, 589,  
   667  
   Personal-Use Projects, 589  
 Films, Motion-Picture, 75, 161, 253, 337, 433,  
   498, 533, 620, 714, 818, 909  
 "First Aid" to the Beginner, Rene Denman, 865  
 Follow-up Plan for Graduates, 745, 847  
 Formula for an Attractive Personality, Louis J.  
   Fish, 800  
 Future Style of Shorthand, The, John Robert  
   Gregg, 363

## G

General Business Training, Re-Placement of,  
   229  
 Geography (See also Economic Geography),  
   And Business, Jane V. Deal, 114  
   Teaching Devices, John C. Parsons and Neal  
   Sands, 136

## Grading,

  Scales for Typewriting Tests, Howard Z.  
   Stewart, 20, 143, 240, 321, 476, 619,  
   761  
   Transcripts, 609  
   What's Your Batting Average? 427  
 Great Idea Emerges, A, John Robert Gregg, 276  
 Gregg Writer Medalists, 260  
 Gregg Writer Plates, Keys to, 81, 169, 259, 349,  
   441, 547, 637, 727, 833, 923  
 Guidance (See also Vocational Guidance),  
   Experiment, 472  
   Through Bulletin Boards, 815  
 Guide to Learning in Economic Geography, A,  
   Ladd E. Prucha, 201

- How to Conduct a Radio Shorthand Contest,  
Archibald Alan Bowle, 611
- How to Mimeograph Christmas Cards, Ruth J.  
Plimpton, 311
- How to Practice the O.G.A. Test, Florence  
Elaine Ulrich, 523
- How to Prepare Your Radio Program, Dorothy M.  
Johnson, 213

## I

- I Take My Pen in Hand, 142, 250, 347, 437, 541,  
634, 722, 829
- Ideas for Demonstration Tables, Harold H. Smith,  
911
- Individualized Field Studies in Economic Geogra-  
phy, Guilbert R. Graham, 392

## J

- Journal Charts That Save Time, James J.  
Weingarten, 670
- Journalism, 247
- Junior College of the Future, The, 776
- Junior Colleges in Iowa, 930

## K

- Keep Your Filing Class Alive with Interest,  
Verona Clarke Jenkins, 589, 667
- Keys to Gregg Writer Shorthand Plates, 81, 169,  
259, 349, 441, 547, 637, 727, 833, 923

## L

- Lamp of Experience, The, Harriet P. Banker, 71,  
136, 237, 327, 424, 526, 625, 711, 823, 905
- Law (See also Business Law),  
We Live With, The, R. Robert Rosenberg, 319
- Legal Maxims, 37, 245, 310, 529, 709, 880
- Let the Principal Be Held Responsible, William  
E. Haines, 709
- Let the Punishment Be Proportioned to the Crime,  
William E. Haines, 880
- Letters to the Editor, 61, 139, 142, 250, 347,  
437, 541, 634, 722, 829, 902, 904
- Library Guidance Board, A, Herbert T. Henderson,  
815
- Long-Term Retail Training Program, A, Jack  
Milligan, 868
- Louis Andrew's Antique Business, Milton Briggs, 226

## M

- Magazine Reviews, 80, 167, 256, 436, 546, 632, 828
- Making Consumer Education Effective, Joseph  
DeBrum, 763
- Making the Bookkeeping Mid-Term Test Functional,  
I. David Satlow, 577
- Mathematics (See Business Mathematics)
- Measurements (See Tests)
- Medical Secretary, Survey of the Occupation of,  
484, 615, 675
- Merchandising (See Retail Training)
- Merging of Two Ideals, The, John Robert Gregg,  
452, 559
- Method, What Is? 269
- Mimeographing Christmas Cards, 311
- Momentous Epoch in Shorthand History, A, John  
Robert Gregg, 5, 92
- Motion Pictures for Business Education, Lawrence  
Van Horn, 75, 161, 253, 337, 433, 533, 620,  
714, 818, 909

- Night School Teaching, 777
- No Middle Ground, Kenneth B. Haas, 449, 581, 694
- Nutmeg and Ginger, Celia Ayars Priestley, 69,  
138, 238, 329, 527, 627

## O

- Objectives of Business Education, 359, 473, 555,  
654
- Offerings and Registrations in Commercial Sub-  
jects, Carl A. Jessen, 393
- Office Machines,  
Methods Courses, 809
- Operation of a Business Machine Practice  
Project, 215
- Organizing the Equipment and Teaching Mate-  
rial, 59
- Preliminary Steps in Organizing a Project, 133
- Office Practice,  
Contest Project, Milton S. Briggs, 521
- Co-operative Plan, 628
- Mimeographing Project, 311
- Plans and Objectives, 407
- They Call It Practice Office, 571
- Office Supplies and Equipment (See "On the  
Lookout")
- Office Training, 865
- On the Lookout, Archibald Alan Bowle, 52, 154,  
232, 338, 420, 534, 630, 700, 812, 914
- Operation of a Business-Machine Practice Project,  
The, Albert Stern, 215
- Opportunities for Male Stenographers, Marie Ruth  
George, 495
- Organizing Methods Courses in Office Machines,  
Albert Stern, 809
- Organizing the Equipment and Teaching Material--  
Office Machines, Albert Stern, 59
- Our Experience with the National Clerical Ability  
Tests, 715
- Our Five-Year Student Follow-up Plan, Margaret  
Crooks, 745, 847
- Our Secretarial-Training Bulletin Board, Teresa  
A. Regan, 701

## P

- Pan-American Conference, Business Education  
Looks at, 561
- Partners for Profit, William E. Haines, 629
- Peeved? or Gratiified? 846
- Personal Development, Course in, 841
- Personal Planning Course, A, William R. Odell  
and others, 735, 891
- Personal versus Vocational Bookkeeping, Floyd W.  
Hancock, 297
- Personality,  
Analyzing and Building, 273
- And Human Nature, Louis P. Thorpe, 95
- And Salesmanship, Harry M. Bowser, 305
- As the Development of Social Skills, Louis P.  
Thorpe, 595
- Clinic, 526
- Or Shoe Polish? Dorothy M. Johnson, 684
- Project, 518
- Qualities Inherited, Are? 186
- Rating Scale, A, Harold J. Jones, 104
- What Do We Mean by? 1
- Where Should Initiative Cease? 279
- Pick Your Job and Land It! Sidney W. Edlund,  
9, 101, 189, 287, 385, 455, 564, 650,  
741, 850

Placement,  
 Businessmen Demand--or Do They? 179  
 Co-operative Work-Study Plan, 781  
 In Hartford, Wisconsin, 807  
 Pick Your Job and Land It! 9, 101, 189, 287,  
 385, 455, 564, 650, 741, 850  
 Wondering and Wandering, 307, 411, 779, 889  
 Youth Needs Work Experience, 784  
 Plan for Motivation in Shorthand Dictation  
 Classes, A. E. E. Hatfield, 470  
 Plays,  
 Attention: Mr. Jackson, 817  
 For Commercial Students, 74  
 "Policy Groups" for Education, Sherman W.  
 Kennedy, 819  
 Practical Aspects of Commercial Law, R. H. Ball,  
 211  
 Practical Experience Before Graduation, L. A.  
 Barrett, 859  
 Practical Pointers on Word Division, William R.  
 Foster, 119, 209  
 Practice Sets in High School Bookkeeping, James  
 W. Kestel, 756  
 Pre-employment Retail Training, Alfred E. Bray, 497  
 Preliminary Steps in Organizing a Business-  
 Machine-Practice Project, Albert Stern, 133  
 Prognostic Testing, 489  
 Project Contest, Third Annual, 402, 506, 604,  
 681, 894  
 Projects, B.E.W., 38, fol. 132, 226, 323, 402,  
 506-522  
 Protecting Student Finances, Herman O. Hovde, 801  
 Providing for Varying Abilities of Shorthand  
 Learners, Esta Ross Stuart, 663  
 Psychology of Skill, 89  
 Public Relations, 688, 797  
 Putting Our House in Order, 688

#### Q

Qualifications of a Good Secretary, Lucie  
 Heller, 761

#### R

Radio,  
 Broadcasts, 149, 882  
 In Commercial Education, 149, 213, 418, 531,  
 611, 698, 748, 881  
 Scripts, 213, 448, 698, 749  
 Rating Scales (See also Tests),  
 Personality, 104  
 Stenographic, 876  
 Relation of the Newer Purposes of Education to  
 Business Education, Benjamin R. Haynes and  
 Herbert A. Tonne, 359, 473, 555, 654  
 Reorganization of a Business Law Course, Arthur  
 D. Markle, 864  
 Re-Placement of General Business Training, The,  
 Harold D. Fasnacht, 229  
 Retailing (See also Distributive Education),  
 Co-operative Training, 416, 449, 497, 581,  
 694, 768, 872  
 Long-Term Program, 968  
 Questions and Answers on the Teaching of, 145

#### S

Salesmanship,  
 Personality and, 305  
 Qualifications of a Successful Salesman, 244  
 Teaching Device, Arthur G. Skeeles, 824  
 Schoolma'am Learns About Business, A. Wera G.  
 Mitchell, 123, 197

Scribere Est Agere, William E. Haines, 37  
 Seasonality of Climate a Factor in Man's Economy,  
 W. Elmer Ekblaw, 283  
 Secretarial, Office, and Clerical Practice,  
 James R. Meehan, 407  
 Secretarial Practice, Apprenticeship Training  
 in, 413  
 Secretarial Training, Mimeographing Project, 311  
 Secretary, Qualifications of a, 761  
 Selection of Pupils for Commercial Subjects,  
 The, Milton Hahn, 489  
 Self-Test on Shorthand Theory, Leonard Trap,  
 163, 330, 606  
 Shorthand (See also Transcription),  
 Can Your Students Take It? 333  
 Dictation Classes, Motivation in, 470  
 Dictation Material, 26, 81, 110, 123, 169,  
 197, 200, 259, 296, 349, 374, 441, 537,  
 547, 576, 637, 727, 767, 833, 923  
 Do Teachers Try the Same Problems They Give  
 Their Pupils? 153  
 History of, 5, 92, 182, 276, 363, 452, 559  
 How to Practice the O.G.A. Test, 523  
 Prognostic Test, Los Angeles, 50  
 Providing for Varying Abilities of Learners,  
 663  
 Teachers plus Textbooks, 126  
 Teaching Device,  
 Armson, Ruth, 238  
 Davis, Mrs. Frances C., 424  
 Frattinger, Albert J., 526  
 Hanlon, Mae M., 711, 906  
 Jones, Edna M., 626  
 Priestley, Celia Ayars, 69, 138, 238, 329,  
 426, 527, 627  
 Skeeles, Arthur G., 823  
 Theory, Self-Test on, 163, 330, 606  
 Wondering and Wandering, 32, 129, 219, 412,  
 593, 682, 779, 888  
 Significance of Rainfall in Man's Activities, W.  
 Elmer Ekblaw, 379  
 Significant and Interesting Events in Education,  
 343, 401, 538, 811  
 6:30 to 9:00 P.M., Carlotta V. Cuning, 777  
 So I Speak With Authority, Celia Ayars Priestley,  
 389  
 Social-Business Education, Trends in, 467  
 Soils Geography in Man's Economy, W. Elmer  
 Ekblaw, 585, 679  
 Some Questions and Answers About the Teaching of  
 Retailing, 145  
 Spelling, Word Division, 119, 209  
 Start Right if You Want to Typewrite, Helen  
 Southwick, 855  
 Stenographer, Average Output of, 459  
 Stenographers, Male, Opportunities for, 495  
 Stenographic Rating Scale, A, David J. Baron,  
 876  
 Steppes of Russia, The, W. Elmer Ekblaw, 792  
 Story of Shorthand, The, John Robert Gregg, 5,  
 92, 182, 276, 363, 452, 559  
 Student Clubs (See Commercial Clubs)  
 Successful Salesman, The, C. W. Cox, 244  
 Summer School Directory, 718, 830  
 Summer Session Instructors, 778  
 Suppressio Veri, Expressio Falsi, William E.  
 Haines, 245  
 Survey of the Occupation of Medical Secretary,  
 Evangeline Markwick, 484, 615, 675  
 Symbols for Marking Transcripts, E. Lillian  
 Hutchinson, 477

## Symposium,

Business Experience, Value of, 389, 464, 598, 706

Public Relations, 688, 797

## T

### Teachers,

General Suggestions for, 231, 300, 618

In Training, Questions for, 854

Plus Textbooks, Florence E. Ulrich, 126

Teaching Business Letter Writing Through the

B.E.W. Projects, Grace Ransom, 317

Teaching Climate with a Graph Map, J. Sullivan

Gibson, 27

Teaching Device (See also Subject Headings),

Scrapbook, James R. Power, 712

Teaching the States of the United States and the

Countries of the World, John C. Parsons, 482

Temperature Limitations upon Man's Economy, W.

Elmer Ekblaw, 479

Terminal Courses in Small Junior Colleges,

Willette Strahan, 930

Terminal Education, 735, 891

Testing, Prognostic, 489

Tests (See also Rating Scales),

Bookkeeping, Construction of, 577

National Clerical Ability, 117, 560, 715

On Business Forms, V. E. Breidenbaugh and

Milton Briggs, 67, 144, 196, 326, 378,

608, 662, 752, 912

Stenographic Rating Scale, 876

That Which, if Proved, Would Not Be Relevant

Ought Not to Be Alleged, William E.

Haines, 37

There's More Than News in a Newspaper, Mae

Walker, 247

They Call It Practice Office, Lawrence E.

Bretsch, 571

To Help You Set Your House in Order, 691

Training Routine for Typists, Harold H. Smith,

290, 398, 460, 567, 657, 773

Transcription (See also Shorthand),

Grading Transcripts, 609

Teaching Device,

Hanlon, Mae H., 237, 327

Transcripts, Symbols for Marking, 477

Trends in Social-Business Education, Lloyd L.

Jones, 467

Twenty-Five Years of Co-operative Training,

Carlton J. Siegler, 416

Typewriter Demonstration Tables, 910

Typewriting,

Apprenticeship Plan in the Teaching of, 375

Artistic, 36, 316, 610, 740

Beginning, 855

Budgets, Elimination of, 671, 753

Classroom Procedures, 35

Demonstration Tables, 910

Do Teachers Try the Same Problems They Give

Their Pupils? 153

Introductory, 290

Louis Hand-Key-board Wall Chart, 823

Miscellaneous Practical Skills and Training

for the Job, 773

Motivation Devices, Artificial, 55

Skill in Typing Letters, 567, 657

Sustained Skill Development, 398, 460

Teaching Device,

Belanger, Rita, 424

Bruhn, Louis H., 627

## Teaching Device (Continued)

Hall, Alice, 905

Hartley, Marshall, 625

Jenkins, Lawrence A., 825

Neches, Rose B., 137

Preble, Harriet C., 71

Priestley, Celia Ayars, 69, 138, 239, 329,

528, 627

Skeeles, Arthur G., 824

Tests, Grading Scales for, 20, 143, 240, 321,

476, 619, 761

Typing Teachers--Athletic Coaches, 192

Wondering and Wandering, 32, 593, 682, 779

Word Division, 119, 209

Typing Teachers--Athletic Coaches, Harold H.

Smith, 192

## U

Use of Geographic Relationships in Teaching the

Economic Geography of Egypt, Ralph S.

Harris, 203

Use Radio to Place Your Graduates, Dorothy M.

Johnson, 748

## V

Value of Business Experience, The, 389, 464,

598, 706

Visiting Summer Session Instructors, 778

Visual Education, 75, 161, 253, 337, 433, 498,

533, 620, 714, 818, 909

Vocabulary Building, 49, 247

Vocational Adjustments for Stenographic Students,

Ethelyn L. Lelash, 789

Vocational Guidance (See also Guidance),

Conference, 526

Counseling, 17, 98

Vocational School Day, A, George F. Dean, 872

Vocational Vocabulary Letters, Harm Harms and

Pauline Harms, 26, 110, 200, 296, 374, 537,

576, 767

## W

Wandering Week, The, 208

We Talk Too Much, Ethel H. Wood, 35

What Do We Mean by Personality? Louis P. Thorpe, 1

What Do You Know About Business Law? R. Robert

Rosenberg, 147, 319, 429, 621

What Is a Course in Clerical Practice? E. J.

McLuckie, 205

What Is Method? Benjamin Franklin Davis, 269

What Is Your Radio Problem? Dorothy M. Johnson, 881

What Kind of Commercial Teacher Am I Going to Be?

Lewis R. Toll, 854

What's Your Batting Average? Frances Cole Davis,

427

Where Should Initiative Cease? Irene Walker, 279

Whither Are We Going in Commercial Education?

Lewis S. Beattie, 371

Why Don't We Use Radio? Dorothy M. Johnson, 418

Widening Horizons, 80, 167, 256, 436, 546

Wondering and Wandering, Louis A. Leslie, 32,

129, 219, 307, 410, 493, 593, 682, 779, 888

Word Personalities, Mae Walker, 49

## XYZ

Your First Year of Teaching, Marion M. Lamb,

231, 300, 618

Your Professional Reading, Marion M. Lamb, 77,

165, 254, 344, 434, 543, 631, 724, 826, 920

Youth Needs Work Experience, Harl R. Douglass, 764



# Part II

## CONTRIBUTORS

### A

Alexander, Ruth, 466  
Allen, H. M., 807  
Apel, Charles, 464  
Aplin, G. L., 339

### B

Ball, R. H., 211  
Banker, Harriet P., 71, 136, 237, 327, 424, 526,  
625, 711, 823, 905  
Baron, David J., 876  
Barrett, L. A., 859  
Bearss, Ethel Luella, 698  
Beattie, Lewis S., 371  
Blackstone, Earl G., 798  
Blum, Eva L., 735, 891  
Bowie, Archibald Alan, 52, 154, 232, 338, 420,  
534, 611, 630, 700, 812, 914  
Bowser, Harry M., 305  
Bray, Alfred E., 497  
Breidenbaugh, V. E., 67, 144, 196, 326, 378,  
608, 662, 752, 912  
Bretsch, Lawrence E., 571  
Briggs, J. L., 61, 250, 599  
Briggs, Milton, 38, 67, fol. 132, 144, 196, 226,  
323, 326, 378, 510, 516, 521, 608, 662,  
752, 912  
Butterfield, Beulah E., 598

### C

Clark, Harold F., 645  
Cooper, Frederick, 735, 891  
Cox, C. W., 244  
Crooks, Margaret, 745, 847  
Cunning, Carlotta V., 777  
Curry, Royal S., 671, 753  
Curtis, Marie, 706

### D

Dalthorp, Charles J., 781  
Darby, Dwight, 706  
Davis, Benjamin Franklin, 269  
Davis, Frances Cole, 427  
Deal, Jane V., 114  
Dean, George F., 872  
DeBrum, Joseph, 17, 98, 763  
Denman, Rene, 865  
Donlan, Violette I., 821  
Douglass, Earl R., 491, 784  
Dyer, Estella, 707

### E

Edgeworth, Clyde B., 690  
Edlund, Sidney W., 9, 101, 189, 287, 385, 455,  
564, 650, 741, 850  
Ekblaw, W. Elmer, 283, 379, 479, 585, 679, 792  
Elder, William, 735, 891  
Ellsworth, J. O., 708  
English, Mary Ann, 156  
Estabrooks, G. H., 89  
Evers, Adeline, 735, 891

### F

Fasnacht, Harold D., 229

Fish, Louis J., 798, 800  
Forkner, Hamden, 635  
Forrester, Lillian, 437  
Foster, William R., 119, 209, 462, 856  
Fox, Frederick G., 301  
Fri, James L., 145  
Friedman, Lillian, 145  
Fruehling, Theodore, 391

### G

Gamer, Adeline, 375  
Gedney, Ward B., 757  
George, Marie Ruth, 495  
Gibson, J. Sullivan, 27  
Given, John N., 689  
Goldstein, Sydney, 391  
Graham, Guilbert R., 382  
Grant, Mary, 466  
Gregg, John Robert, 5, 92, 182, 276, 363, 452, 559  
Griffeth, Irene, 735, 891

### H

Haas, Kenneth B., 449, 581, 694  
Hahn, Milton, 489  
Haines, William E., 37, 245, 310, 529, 628, 709,  
880  
Hamilton, Charles W., 797  
Hancock, Floyd W., 297  
Harman, J. L., 598  
Harms, Harm, 26, 110, 200, 296, 374, 537, 576,  
767  
Harms, Pauline, 26, 110, 200, 296, 374, 537,  
576, 767  
Harness, Ora V., 153  
Harris, Ralph S., 203  
Hatfield, E. E., 470  
Haynes, Benjamin R., 359, 473, 555, 654, 798  
Heller, Lucie, 761  
Henderson, Herbert T., 815  
Hittler, George M., 715  
Hovde, Herman O., 801  
Hugo, Victor, 828  
Hutchinson, E. Lillian, 477

### J

Jenkins, Verona Clarke, 589, 667  
Jessen, Carl A., 393  
Johnson, Dorothy M., 38, fol. 132, 149, 213,  
323, 418, 506, 513, 518, 531, 684, 748,  
881, 903  
Johnson, James T., 139  
Jones, Harold J., 104  
Jones, Lloyd L., 467  
Judd, Alice Gay, 237

### K

Kane, Howard H., 707  
Kauffman, H. N., 236  
Kennedy, Sherman W., 819  
Kestol, James W., 756

### L

Laflin, Allan, 466  
Lamb, Marion M., 77, 165, 231, 254, 300, 344,  
434, 543, 618, 631, 724, 826, 920



Lelash, Ethelyn L., 789  
 Lerner, Zulie, 669  
 Leslie, Louis A., 32, 129, 219, 307, 410, 493,  
 593, 682, 779, 888  
 Little, Dorothy, 464  
 Lomax, Paul S., 222

# M

Mahaffy, Marie, 465  
 Markle, Arthur D., 864  
 Markwick, Evangeline, 484, 615, 675  
 Maxwell, W. C., 890  
 McCloskey, Gordon, 645  
 McGinn, Margaret M., 316  
 McGrath, Ralph Martin, 63, 347  
 McLuckie, E. J., 205, 707  
 McNamara, Edward J., 437  
 Meehan, James R., 407  
 Milligan, Jack, 868  
 Mitchell, Wera G., 123, 197  
 Morgan, Clarence M., 614  
 Mueller, Alfred, 735, 891

# N

Nickson, Grace, 466

# O

Odell, William R., 735, 800, 891

# P

Parsons, John C., 482, 906  
 Pence, Edith E., 561  
 Plimpton, Ruth J., 311  
 Price, Ray G., 73, 151, 241, 331, 431, 539,  
 623  
 Prickett, A. L., 107, 366  
 Priestley, Celia Ayars, 69, 138, 238, 329, 389,  
 527, 627  
 Prucha, Ladd E., 201

# R

Ransom, Grace, 317  
 Reed, Clinton A., 688  
 Regan, Teresa A., 701  
 Reich, Edward, 327  
 Renshaw, Wallace W., 459  
 Rice, Louis A., 13, 111  
 Richert, G. Henry, 23  
 Rosenberg, R. Robert, 147, 319, 429,  
 621  
 Ruskin, John, 825

# S

Satlow, I. David, 577, 755  
 Scott, Robert, 235  
 Siegler, Carlton J., 416  
 Sister Marie Frances, 140  
 Sister M. Gregoria, 600  
 Sister Mary of St. Andrew, 604  
 Smith, Harold H., 55, 192, 290, 398, 460, 541,  
 567, 657, 773, 856, 910  
 Smith, Lillian, 609  
 Snapp, James C., 53  
 Southwick, Helen, 855  
 Spencer, Blake W., 179  
 Stern, Albert, 59, 133, 215, 809  
 Sternberg, Alice, 600  
 Stewart, Howard Z., 20, 143, 240, 321, 476, 619,  
 761  
 Strahan, Willetta, 930  
 Stuart, Esta Ross, 663  
 Stutsman, Galen, 707

# T

Thorpe, Louis P., 1, 95, 186, 273, 595  
 Toll, Lewis R., 854  
 Tonne, Herbert A., 359, 473, 555, 654  
 Tracy, Rhoda, 841  
 Trap, Leonard, 163, 330, 606

# U

Ulrich, Florence E., 126, 333, 523, 861

# V

Van Horn, Lawrence, 75, 161, 253, 337, 433, 533,  
 620, 714, 818, 909

# W

Walker, George Thomas, 139  
 Walker, Irene, 279  
 Walker, Mae, 49, 247  
 Weiner, Esther, 413  
 Weingarten, James J., 670  
 Wheland, Howard E., 691  
 Williams, Rae C., 768  
 Winchester, Edith M., 55  
 Wolstenholme, Dorothy E., 708  
 Wood, Ethel H., 35  
 Woodruff, Adeline, 465

# XYZ

Zickefoose, C. D., 599

## Part III

### ORGANIZATIONS, SCHOOLS, AND NAMES IN THE NEWS

# A

Accounting and Law Teachers Association, 570  
 Alexander, E. W., 778  
 Alfred University, 320  
 Allyn, Arden L., 4  
 Alpha Iota, 132, 332, 542, 678  
 Alpha Pi Epsilon, 466  
 American Association of Commercial Colleges,  
 492  
 American Business Writing Association, 25, 515,  
 726

American Education Week, 109  
 American Institute of Business, 188  
 American Vocational Association, 208  
 Armstrong College, 309  
 Artistic Typing Contest, 36, 610  
 Ashby, W. S., Obituary, 515  
 Asheville Teachers College, 808  
 Augustin, P. S. 580

# B

Backer, H. O., 778  
 Baker, Bernard F., 908

Baker, Henry Givens, 412  
 Baker, John Rhea, 68  
 Ball State Teachers College Conference, 428,  
 653, 693  
 Barbour, A. H., 859  
 Bard-Avon School, 661  
 B.E.W. Service Booklets, 346  
 Benson, Harold M., 430  
 Bloomsburg State Teachers College, 146  
 Borland, Helen B., 160  
 Boston University College of Business Adminis-  
 tration, 164, 249  
 Bowman, Wallace B., 778  
 Bowser, Harry M., 12  
 Brackhage, L. H., 181  
 Brand, Edward, 335  
 Breidenbaugh, V. E., 51  
 Brown's Business College, 365  
 Bryant College, 48  
 Burdett College, 58

# C

Cain, T. B., 710  
 California Federated Business Teachers, 804  
 Callarman, C. C., 299  
 Calumet Area Business Teachers, 908  
 Canadian Gregg Association, 294, 496  
 Cansler, Russell N., 70  
 Central Commercial Teachers Association, 558  
 884  
 Cheek, Virgil, 48  
 Chicago Area Business Education Directors  
 Association, 51  
 Christian, Omar K., 4  
 Church, Jayne, 100  
 Clevenger, Earl, 248  
 Cochran, Irwin B., 68  
 Cole, Robert C., 472  
 Commercial Education Association of New York  
 City and Vicinity, 212  
 Condon, Arnold, 778  
 Consumer Education,  
 Stephens College Conference, 653, 763  
 Trenton State Teachers College Conference,  
 661  
 Cooley, Robert Lawrence, 617  
 Copeland, J. Dewberry, 778  
 Criticism, Suggestion, and Advice, 41  
 Cutshall, P. W., 540

# D

Daggett, Clair Edwin, 483  
 Dalles (The) High School, 928  
 DeHaven, Eleanor Crigley, 588  
 Deibert, Alfred D., Obituary, 239  
 Delp, J. D., 48  
 Delta Pi Epsilon, 451  
 Department of Business Education, N.E.A., 42,  
 212, 563, 686, 805, 907  
 Dewey, John, 181  
 Donoho, Thomas W., 867  
 Dorn, T. E., Jr., 4  
 Douglass, Harl R., 365  
 Drexel Institute of Technology, 322  
 Duffs-Iron City College, 739

# E

Eagle Grove High School, 48  
 Eastern Commercial Teachers Association, 8, 234,  
 368, 520, 602, 786

Eastern Illinois State Teachers College, 468  
 Eckhoff, Harry C., 68  
 Edgeworth, Clyde B., 778  
 Education Investigation, 178  
 Ehrenhardt, Irma, 70, 778  
 Ellis, Herman A., 528  
 Enid Business College, 204

# F

Farnsworth, W. Robert, 335  
 Federated Business Teachers' Association of  
 California, 575  
 Fish, Elizabeth M., 540  
 Fish, J. Frank, Obituary, 342  
 Fisk, McKee, 778  
 Forkner, Hamden L., 584, 887  
 Fox, Frederick G., 778  
 Frank, Marjorie, 469  
 Fuller, James Edmund, Obituary, 72

# G

Gamma Rho Tau, 60  
 Gaylord, E. E., 893  
 George, J. E., 204  
 Gorsline, Charles W., Obituary, 922  
 Graham, Jessie, 778  
 Gregg College, 16  
 Gregg, John Robert, 70  
 Gregg Shorthand L.D.S. Vocabulary, 8  
 Gregg Writer Typing Contest, 796  
 Gress, John J., 191  
 Guglielmo, J. F., 788  
 Gulley, Coleman, 146

# H

Haas, Kenneth B., 778  
 Hanna, J. M., 70, 778  
 Harrison, Easton W., Obituary, 454  
 Hartley, Marshall F., 377  
 Heiges, P. Myers, 25  
 Henager Business College, 66  
 Henderson, John T., Obituary, 22  
 Henderson, Kenneth M., 58  
 Henderson, Robert D., 306  
 Hiatt, Lyle S., 566  
 Holm, Gunda A., 384  
 Holtsclaw, James L., 31  
 Houtchens, Max H., 342  
 Howard, A. L., 661  
 Humphrey, Mr. and Mrs. Clyde, 588

# I

Indiana State Commerce Clinic, 558  
 Indiana State Teachers College, 212, 563  
 Inland Empire Association, 820  
 International College, 515  
 International Commercial Schools Contest, 65,  
 570, 808, 890  
 International Honor Society for Business  
 Education, 710

# J

Jacobs, Kathryn, 475  
 Johnson, William Taylor, 430  
 Johnstone, Ethel Murray, 118  
 Jones, Charles W., Obituary, 97  
 Jones, Lloyd L., 412  
 Joyce, George M., 778  
 Junior College Enrollments, 734  
 Justice, S. Marion, 309

## K

Kappa Pi Beta, 195  
 Kefauver, Grayson N., 346  
 Kelley, Raymond P., 624  
 Kenney, Ralph B., 135  
 Kinman Business University Clinic, 392  
 Knoxville Public Schools, 710  
 Kutscher, J. H., 146  
 Kuykendall, Dean W., 845  
 Kyker, B. Frank, 788

## L

Lakey, Frank E., 34  
 Landrum, Merle L., 70  
 Loughton, Lenys A., 540  
 Lawrence, A. J., 204  
 Liles, Alton B. Parker, 204  
 Los Angeles Survey, 135  
 Loso, Foster W., 778  
 Lyon, Leverett S., 248

## M

Madden, John T., 759  
 March Business College and Dickinson Secretarial School, 430  
 Mark Keppel High School, 710  
 McGrath, Ralph Martin, 309  
 Mechler, Walter H., 778  
 Milligan, Jack, 778  
 Mitten, Lloyd G., 397  
 Moore, L. B., 309  
 Morrison, Karl, 4  
 Murphy, Belle, Obituary, 332

## N

Nashua Business College, 859  
 National Association of Accredited Commercial Schools, 512  
 National Association of Business Teacher-Training Institutions, 685  
 National Association of Commercial Teacher-Training Institutions, 488, 685  
 National Association of Cost Accountants, 122  
 National Association of School Secretaries, 320  
 National Catholic High School Typists Association, 218, 373, 661, 800  
 National Clerical Ability Tests, 117, 560  
 National Commercial Teachers Federation, 41, 148, 199, 280, 500  
 National Duplicated Paper Association, 122, 335, 384  
 National Education Association (See also Department of Business Education) 178  
 National Office Management Association, 601  
 National Shorthand Reporters' Association, 106  
 Nelson, Julius, 36  
 New England Business College Association, 400, 853  
 New England High School Commercial Teachers' Association, 91, 370  
 New York City Gregg Shorthand Teachers Association, 74  
 New York City Teaching Requirements, 246  
 New York University, 759  
 Nichols, F. G., 846  
 Norcross, S. B., 4  
 North Texas State Teachers College Conference, 751  
 Northeast Missouri Teachers' Association, 601

## O

Odell, William R., 656, 778  
 Office of Education, 91  
 O'Neal, Augusta, 623

## P

Pacific Northwest Business Schools Association, 820  
 Packard School, 68  
 Page, J. Percy, 887  
 Pan American Day, 483  
 Payne, E. George, 103  
 Pearson, Agnes M., 320  
 Persinger, G. Carl, 778  
 Personality Contest, National, 16, 520  
 Peterson, Jens P., Obituary, 871  
 Phi Theta Pi, 580  
 Pi Rho Zeta, 25, 661  
 Plimpton, Ruth, 778  
 Printing, Anniversary of, 597  
 Puckett, Cecil, 181

## Q

Quillen, I. James, 346  
 Quinette, Alfred H., 778

## R

Radio Education in Texas, 713  
 Reich, Edward, 778  
 Reston, Neil B., 322  
 Reynolds, Helen, 575  
 Rider College, 570  
 Robinson, Stanley C., 116  
 Rosenberg, R. Robert, 778

## S

Saline, Clara, 580  
 Sanders, London A., 164  
 Sanders, Raymond S., 74  
 Schneider, Arnold E., 778  
 Seitz, J. J., Obituary, 463  
 Seitz, Joseph L., 575  
 Shook, Stanley, 70  
 Siegel, Morris E., 575  
 Sielaff, Otto R., 778  
 Sikes, Edna Erle, 286  
 Skene, Etta C., 666  
 Skimin, Eleanor, 778  
 Soares, John M., 528  
 Southern Business Education Association, 48, 221, 383  
 Southwestern Louisiana Institute Commerce Conference, 913  
 Southwestern Private Commercial Schools Association, 362  
 Spanabel, Elmer E., 772, 778  
 Spruill, Patty, 778  
 Stanford Social Education Investigation, 346  
 Stone College, 653  
 Story, William M., 475  
 Strong, Earl, 656, 875  
 Strony, Madeline S., 678  
 Studebaker, John W., 185  
 Sundwall, H. W., 8  
 Swanson, Clara, 204  
 Swanson, Edwin A., 152, 212, 778

## T

Tarkington, Robert N., 4

Teaching Aids Exchange, 322  
 Tedens, Marion F., 358  
 The Dalles High School, 928  
 Thompson, Maxine, 309  
 Thompson, W. Grant, Obituary, 832  
 "Today's Business," 553  
 Toll, Lewis R., 778  
 Trenary, Otis L., Obituary, 713  
 Tri-State Commercial Education Association, 34,  
 666, 919  
 Tulsa Secretarial School, 191  
 Turille, S. J., 678

## U

University of Chicago Conference, 47, 588, 788  
 University of Denver Conference, 64, 234, 747

## V

Vocational Guidance Digest, 118

Wake, Arthur E., 528  
 Wallace, Ansel, 332  
 Wallace, George E., Obituary, 922  
 Washburn, Elmer E., 68  
 Washington School for Secretaries, 678  
 Wedel, Leonard, 204  
 Welch, Nolabelle, 377  
 Wessels, O. R., 810  
 Wheeler, Willard J., 674  
 Whitcraft, John E., 320  
 Williamson, Mary, 204, 778  
 Wood, Will Christopher, Obituary, 34  
 Wright, Milburn D., 181

## XYZ

Yerian, Theodore, 778  
 Zelliott, Ernest A., 778  
 Zoubek, Charles, 656

## Part IV

## PORTRAITS AND CUTS

## A

Acheson, Barclay, 280  
 Agnew, Peter L., 602  
 Alexander, E. W., 42, 907  
 Aplin, G. L., Cartoons, 57, 233, 340, 705, 815  
 Armstrong, Donovan R., 751  
 Armstrong, J. Evan, 281, 504  
 Arndt, Esther, 860  
 Artistic Typing,  
   Davis, Virginia, 316  
   Edmundson, Arline, 740  
   Hooper, Merle, 740  
   Kertz, Rita, 661  
   Porter, Pam, 36  
   Sister M. Olivia, 740

## B

Baker, Bernard F., 908  
 Baker, Henry Givens, 412  
 Banker, Harriet P., 71, 136, 237, 327, 424, 526,  
 625, 711, 823, 905  
 Barden, Frances, 873  
 Barnes, Robert S., 51, 281  
 Bauernfeind, Harry B., 51  
 Beattie, Lewis S., 371  
 Beck, Mrs. Lucy, 860  
 Benson, Harold M., 430  
 Berry, R. E., 804  
 Blackwell, H. F., 860  
 Bloomquist, Pauline, 860  
 Borland, Helen B., 160  
 Boston University College of Business Adminis-  
 tration, 249  
 Bowers, Frances B., 685  
 Bowle, Archibald Alan, 52, 154, 232, 338, 420,  
 534, 630, 700, 812, 914  
 Bowser, Harry M., 305  
 Boyd, Ethelwynne, Mimeographing, 928  
 Brand, Edward, 335  
 Bray, Alfred E., 497  
 Breidenbaugh, V. E., 51, 281  
 Bretsch, Lawrence E., 571

Briggs, Milton, 36, fol. 132, 323  
 Buys, Marie, 860

## C

Campbell, E. Clark, 820  
 Canadian Gregg Association, 294  
 Cansler, Russell N., 70  
 Cantalupi, J. J., 91, 370  
 Carmichael, Vernal H., 42, 488, 685, 907  
 Central Commercial Teachers Association,  
 884  
 Central High School Commercial Club, Washington,  
 D. C., 817  
 Chapman, Ivan E., 280, 504  
 Cheek, Virgil, 48  
 Clark, Harold F., 646  
 Clark, Olive P., 860  
 Coates, Thomas, 685  
 Cody, Frank, 31  
 Crawford-Wieben, M. E., 710  
 Crerar, Jean, 496  
 Crooks, Margaret, 745, 847  
 Curry, Royal S., 671, 753  
 Cutshall, P. W., 504

## D

Daggett, Clair Edwin, 483  
 Dalthorp, Charles J., 781  
 Davis, Beatrice M. (Group), 751  
 Davis, Benjamin Franklin, 269  
 Deal, Jane V., 114  
 Dean, George F., 873  
 DeBrum, Joseph, 98  
 DeHaven, Eleanor Crigley, 588  
 Dell, R. C., Cartoons, 509, 622  
 Denman, Rene, 865  
 Department of Business Education, N.E.A.,  
 Convention, 42  
 Donoho, Thomas W., 867  
 Dorn, T. E., Jr., 4  
 Douglas, Lloyd V., 504, 886  
 Douglass, Harl R., 18, 99, 223, 395, 490,  
 782

Doutt, H. M., 685  
 Draxten, Lilah, 860  
 Duff, Peter, 739  
 Duff, William H., 739  
 Duncan, Eliot R., 370

# E

Eagle Grove High School Contest Winners, 48  
 Eastern Commercial Teachers Association, 369,  
 786  
 Eckhoff, Harry C., 68  
 Edgeworth, Clyde B., 602  
 Edlund, Sidney W., 9, 101, 189, 287, 385, 455,  
 564, 650, 741, 850  
 Ehrenhardt, Irma, Students of, 894  
 Ekblaw, W. Elmer, 283, 379, 479, 585, 679, 792  
 Elam, Mildred, 886  
 Elliott, W. B., 919  
 Ellis, Herman A., 528  
 Estabrooks, G. H., 89

# F

Fasnacht, Harold D., 229  
 Fawcett, R. L., 919  
 Ferry, Thomas F., 42, 907  
 Fish, J. Frank, 342  
 Fisher, Sanford L., 853  
 Fisk, McKee, 281, 685  
 Forkner, Hamden L., 584, 887  
 Foster, William R., 119, 209  
 Fox, Frederick G., 301

# G

Gamer, Adeline, 375  
 Garner, Wilma S., 860  
 Gaw, A. C., 106  
 Gaylord, E. E., 893  
 Gheen, James E., 280  
 Gibson, J. Sullivan, 27  
 Good, Harry I., 603  
 Goodfellow, Raymond C., 602  
 Gregg, John Robert, 31, 624  
 Gregg, John Robert, and Mrs., 822  
 Gregg, John Robert, Jr., 624  
Gregg, Writer Gold Medal Winners, 860  
 Gress, John J., 191  
 Grimes, Jewell, 896  
 Guy, Hollis P., 42, 907

# H

Haas, Kenneth B., 449, 581, 694  
 Hahn, Milton, 489  
 Haines, William E., 245, 310, 529, 629, 709, 880  
 Hamlen, Harold T., 42, 907  
 Hancock, Floyd W., 297  
 Hankinson, A. S. H., 496  
 Hanlon, Mae M., 860  
 Hansen, Viona C., 281  
 Harrower, Betty, 896  
 Hartley, Marshall F., 377  
 Hatfield, E. E., 470  
 Hawkins, Mrs. C. J., 860  
 Hazen, Josephine, 897  
 Heffernan, Eileen, 872  
 Heiges, P. Myers, 25, 602  
 Henager Business College Contest Winners, 66  
 Hill, J. Murray, 281, 504  
 Hiller, Velda, 896  
 Hittler, George, 504  
 Holden, William O., 370

Holm, Gunda A., 384  
 Holtsclaw, James L., 31  
 Houtchens, Max H., 342  
 Howde, Herman O., 801  
 Howard, A. L., 661  
 Humphrey, Frances, 808  
 Humphreys, J. R., 322

# I

Indiana State Teachers College, 563

# J

Jackson, Betty E., 860  
 Jacobs, Kathryn, 475  
 Jeffery, Bruce F., 370  
 Jenkins, Verona Clarke, 589, 667  
 Jenison, Edward P., 602  
 Jessen, Carl A., 393  
 Johnson, Dorothy M., 38, fol. 132, 323, 748,  
 881  
 Johnstone, Ethel Murray, 118  
 Jones, Harold J., 104  
 Jones, Lloyd L., 412, 467

# K

Kane, Margaret, 42, 907  
 Kelley, Raymond P., 624  
 Kessler, Irene, 886  
 Kiddoo, W. R., 504  
 Kieke, Lillian M., Students of, 894  
 Kinman Business University Clinic, 392  
 Kinman, J. I., 281  
 Knauf, Edythe D., 860  
 Kutscher, J. H., 146  
 Kyker, B. Frank, 788

# L

LaBonte, Anita, 897  
 Lamb, Marion M., 77, 165, 254, 344, 434, 543,  
 631, 724, 826, 920  
 Landrum, Merle L., 70  
 Laughton, Lenys Ann, 805  
 Lawrence, A. J., 221  
 Lelash, Ethelyn L., 789  
 Leslie, Louis A., 32, 129, 219, 307, 410, 493,  
 593, 682, 779, 888  
 Lewis, W. W., 281  
 Lloyd, Alan C., 919  
 Lomax, Paul S., 222  
 Lortscher, Lucille (Group), 751  
 Louis, Clare M., 860  
 Lyon, Leverett S., 248

# M

Madden, John T., 759  
 Maetzold, E. R., 558, 886  
 Markwick, Evangeline, 484, 615, 675  
 Maukert, Karl M., 281, 504  
 McCall, F. S., 496  
 McCloskey, Gordon, 646  
 McCormack, Ethel, 804  
 McKillip, Inez, 897  
 McLuckie, E. J., 205  
 Meehan, James R., 407  
 Miller, E. G., 281, 666  
 Miller, G. Dale, 804  
 Milligan, Jack, 868  
 Milwaukee, View of, 806  
 Mimeographed Designs, 312-313  
 Mitten, Lloyd G., 397

# N

National Commercial Teachers Federation,  
500-501, 502-503  
Nichols, Frederick G., 846  
North, Frances Doub, 42, 907

# O

Oates, W. M., 886  
O'Leary, Mildred J., 370  
Omaha Technical High School, 768, 769, 770  
Orr, Louis A., 51, 504

# P

Page, J. Percy, 887  
Paull, Edna May, 860  
Payne, E. George, 103  
Pence, Edith E., 561  
Personality Contest Winners, 16  
Plimpton, Ruth J., 42, 311, 907  
Powers, Irene J., 860  
Price, Ray G., 73, 151, 241, 281, 331, 431, 539, 623  
Prickett, A. L., 107, 366  
Prucha, Ladd E., 201

# R

Ramsey, W. M., 494  
Raymond, Frances Effinger, 822  
Reavy, Eleanor, 860  
Redfield, Thomas, 281  
Reed, Clinton A., 603  
Regan, Teresa A., 701  
Reston, Neil B., 322  
Rice, Louis A., 13, 111  
Richards, W. A., 808  
Richert, G. Henry, 23  
Ridgley, Douglas C., 115, 202, 284, 380, 480,  
587, 680, 793  
Robinson, Stanley C., 116  
Rogers, C. A., 860  
Rohrer, L. H., 860  
Rosenberg, R. Robert, 147, 319, 429, 621  
Ross, Katherine W., 603  
Rude, Willard, Shorthand Specimen, 862

# S

Salsgiver, Paul L., 685  
Sanders, London A., 164  
Saphier, Conrad J., 603  
Satlow, I. David, 577  
Seitz, J. J., 463  
Selby, Paul, 685  
Shepherd, Hilton D., (Group), 751  
Shepherd, Thetis, 860  
Shields, H. G., 685  
Sims, Leonard D., 804  
Sister Anne Therese, Students of, 895  
Sister Donald Marie, Students of, 895  
Sister Marie Perpetua, 860  
Sister M. Alexius, Students of, 895  
Sister M. Clemens, 860  
Sister M. Elfrida, 860  
Sister Mary Adalard, 860  
Sister Mary Gervase, 860  
Sister Mary of St. Andrew, Students of, 894  
Skimin, Eleanor, 281  
Smilanich, A. D., 860  
Smith, Earl, 860  
Smith, Harold H., 192, 290, 398, 460, 567, 657,  
773

Smith, Lillian R., 609  
Soares, John M., 528  
Southern Business Education Association  
Officers, 383  
Spangler, P. S., 739  
Spencer, Blake W., 179  
Stephenson, Mrs. Z., 860  
Stewart, Howard Z., 20, 143  
Stockdale, Allen, 280  
Story, William M., 475  
Strong, Earl, 875  
Stuart, Esta Ross, 663  
Stuart, Mary, 370  
Suhr, A. M., 362  
Sumrall, F. W., 919  
Swanson, Edwin A., 152

# T

Taft, Mildred E., 42, 907  
Tarkington, Robert N., 4  
Tedens, Marion F., 281  
Tenney, Audra, 860  
Thomas, Eleanor, 860  
Thomas, John L., 853  
Thompson, James M., 504  
Thornton, Dean S., 820  
Thorpe, Louis P., 1, 95, 186, 273, 595  
Torell, Ebba, 860  
Tracy, Rhoda, 842  
Turille, S. J., 678  
Typewriter Demonstration Tables, 910

# U

Ullom, Cora B., 860  
Ulrich, Florence E., 126, 333

# V

Vanderlas, E. H., 860  
Van Horn, Lawrence, 75, 161, 253, 337, 433, 533,  
620, 714, 818, 909  
Vincent, L., 362

# W

Walker, Mae, 49, 247  
Wallace, Ansel, 332  
Walters, R. G., 281, 603  
Wanous, Sam, 504  
Ward, Frank W., 496  
Washburn, Elmer E., 68  
Weiner, Esther, 413  
Welch, Nolabelle, 377  
Wheeler, Willard J., 674  
Wheelton, Leonard, 872  
Wheland, Howard, 281  
Wieben, M. E. Crawford-, 710  
Wilbur, Elmer C., 370  
Willhite, Lyle O., 504  
Williams, B. F., 504  
Williams, Mrs. R. C., 860  
Williams, Rae, 771  
Winchester, Edith M., 685  
Wood, Elliot F., 853  
Wood, Ethel H., 35  
Wooton, W. M., 504  
Worley, R. J., 919  
Wright, Milburn D., 181

# XYZ

Zelliot, Ernest, 504, 886  
Zumwalt, C. E., 322

